

# SPLENDORA ISD School Health Advisory Council Bylaws

## Article I: Authority

### Section One: **Statute and Policy.**

Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Splendora Independent School District is specifically authorized by the Board of Trustees in District policy. [EHAA (legal)]

### Section Two: **Limitation**

The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or place obligation or liability on the district.

### Section Three: **Bylaws.**

The Bylaws must be consistent with state law and District policies governing SHAC. Bylaws must be approved by the SHAC membership.

## Article II: Responsibilities

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold at least 4 meetings per year (Sept, Dec, Feb, May)
- B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- C. To advise and consult with the District Curriculum and Instruction Department in the development of a comprehensive health education curriculum.
- D. To consult regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To provide a written annual report to the Board of Trustees.

## Article III: Meetings

### Section One: **Regular Meetings**

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month;

however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled.

**Section Two: *Open Meetings***

All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chair may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

**Section Three: *Quorum***

A quorum shall be the majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

**Section Four: *Decision-making***

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

**Section Five: *Agendas***

Agendas shall be provided and shall be determined by the Chair in consultation with the Coordinator.

**Article IV: Membership**

**Section One: *Membership Criteria***

The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the district, and must be a custodial parent or guardian of an enrolled student.
- B. The majority of the SHAC will consist of parents of students currently enrolled and who are not employed by Splendora ISD.
- C. Membership shall strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- D. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

**Section Two: *Terms of Service***

The term of service for an appointment shall be two years, normally beginning the first meeting. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Campus level staff and students will serve a one-year term. Members may serve multiple terms.

**Section Four: *Vacancies***

The Board of Trustees delegates to the SHAC Executive Committee, the responsibility to fill any vacancies that may occur.

**Section Five: *Conflict of Interest***

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the

Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue

**Section Six: *The Role of the Superintendent***

The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and may participate without vote in the deliberations and activities of the SHAC.

**Section Seven: *Role of the Board Representative***

The role of the Representative of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

**Section Eight: *Size of Council***

The SHAC will consist of no more than 35 members and no less than 15 members.

**Article V: Officers**

**Section One: *Terms of Service***

The SHAC shall elect a Chair and a Co-Chair, each to serve a minimum of a 2 year term, which will expire in alternating years. Either the Chair or Co-Chair must be a non-district employee and a parent with a child in the district.

**Section Two: *Responsibilities***

A. The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Work directly with the Coordinator to compile agendas for all meetings of the SHAC.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
- May serve as ex-officio member of all committees, without vote except the nominating committee.

B. The responsibilities of the Co-Chair shall be to:

- Preside at SHAC meetings in the absence of the Chair.
- May serve as ex-officio member of all committees, without vote except the nominating committee.
- Serve as Chair-elect
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.

C. The responsibilities of the Secretary shall be to:

- Preside at meetings when both the Chair and Co-Chair are absent.
- Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the meetings.

- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy, and direction of the Board.

#### **Article VI: Committees**

The SHAC may establish committees or sub-committees deemed necessary to conduct the business of the SHAC.

#### **Article VII: Coordinator**

The Coordinator for the SHAC shall be appointed by Splendora ISD. The Responsibilities of the Coordinator shall include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Serving as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- E. Informing the Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

#### **Article VIII: Communications**

##### ***Section One: Terms of Service***

The SHAC will have a webpage on the SISD website where minutes will be posted. Minutes will be kept on file with the SHAC Coordinator. Notification of meetings will be sent via e-mail, unless otherwise specified by a committee member.